

PROCEDURE FOR CHANGE OF NAME AND SURNAME

Following procedure needs to be followed by the committee members for change in name of students:

S.No.	Particular	Summary
A Woman student who wishes to change her Surname on account of Marriage		
a	Procedure	An application, mentioning the enrolment number of the student duly forwarded by the Department In charge along with Rs. 1000/- as application fee.
b	Submit to	The Office of the Registrar ISBM University.
c	Documents required	A Self Declaration (Specimen enclosed) in original, on Non-Judicial Stamp Paper of the value as prescribed in the Domicile State of the applicant (in Chhattisgarh it is presently Rs. 50/-) duly notarized. OR Marriage Certificate issued by the competent authority.
d	Time required	It will come into effect only after the same has been approved by the Committee and notified by the University
Candidates who wish to change their name		
a	Procedure	An application, mentioning the enrolment number of the student duly forwarded by the Department In charge along with Rs.750/- as application fee.
b	Submit to	The Office of the Registrar ISBM University.
c	Documents required	1. A Self Declaration (Specimen enclosed) in original, on Non-Judicial Stamp Paper of the value as prescribed in the Domicile State of the applicant (in Chhattisgarh it is presently Rs. 50/-) duly notarized. OR Submission of the matriculation or its equivalent certificate in case the student has got his/her name changed in the said certificate while studying in ISBM University. 2. Newspaper cutting (in original) notifying change in name in one leading Indian daily (English/Hindi) Newspaper.
d	Time required	It will come into effect only after the same has been approved by the Committee and notified by the University

Note:

- Application for change of name will be entertained only after the application of the students.
- The name after change will be read as changed name alias/nee earlier name 📄
- The HOD/Department In charge may kindly ensure that the above procedure is strictly followed.
- HOD/Department In charges are requested to forward the application to the office of Registrar.
- The process of change of name may require at least one month after the submission of application in the office of the Registrar.

DECLARATION FORM FOR CHANGE OF NAME

Know all mean that I, the undersigned _____
S/o / D/o Shri _____
a student of _____ in ISBM University,
Nawapara (Kosmi), bearing Enrollment No. _____, do hereby
absolutely renounce and abandon the use of my said name as
_____ and in lieu thereof assume and adopt the
name of _____ for the purpose of evidencing
such change of name. I hereby declare that I shall at all times hereafter in all
records, deeds, documents and other writings and in all action, suits and
proceedings as well as in all dealings and transactions matters and things
whatsoever, and upon all occasions use and subscribe the said changed name of
_____ in lieu of my earlier abandoned
name as aforesaid. And I, therefore, hereby expressly authorize and require all
persons whomsoever at all times to designate, describe and address me by such
adopted name “ _____ ” only.

DEPONENT

Signed and delivered by the above
Named in the presence of

1. Witness _____
(Signature)

Full Name _____
Address _____

2. Witness _____
(Signature)

Full Name _____
Address _____